



State of New Jersey

DEPARTMENT OF EDUCATION

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KIMBERLEY HARRINGTON
Acting Commissioner

December 14, 2016

Mr. John J. DiColo
District Director of Health, Physical Education and Athletics
President, Directors of Athletics Association of New Jersey
1010 Weldon Road
Oak Ridge, NJ 07438

Dear Mr. DiColo:

The New Jersey Department of Education (NJDOE) is in receipt of your letter submitted on behalf of the Directors of Athletics Association of New Jersey (DAANJ) requesting a waiver of the prohibition on overnight travel in order to facilitate the hosting of the 57th Annual State Workshop planned for March 13-16, 2017, in Atlantic City, New Jersey.

As you are aware, *N.J.S.A.* 18A:11-12 requires that boards of education must ensure that all school district travel expenditures are "in compliance with state travel payment guidelines as established by the Department of the Treasury..." *N.J.A.C.* 6A:23A-7.11(b) and State Department of the Treasury *OMB Circular 16-11* Section X.B specifically prohibit reimbursement of in-state overnight travel. However, the circular and *N.J.A.C.* 6A:23A-7.11(c) authorize the Commissioner to grant overnight in-state travel waivers only in extremely limited circumstances, where the sponsoring organization can demonstrate that the conference is broad and multidisciplinary in scope, comprised of content-rich educational programming with important professional development opportunities and/or required training. In addition, the sponsoring organization must demonstrate that the conference's content, structure, scheduling, and anticipated attendance necessitate that it be held on multiple consecutive days with overnight lodging. The travel regulations are posted on the Department's web site at: <http://www.state.nj.us/education/code/current/title6a/chap23a.pdf>.

Pursuant to the regulations, waivers will not be granted for reimbursement of lodging prior to the first day of the event or after check-out time of the last day of the event. Moreover, waivers will be considered only where the sponsoring organization can demonstrate that the conference is broad and comprised of content-rich educational programming with important professional development opportunities and/or required training. In addition, the sponsoring organization must demonstrate that the conference's content, structure, scheduling and anticipated attendance necessitate that it be held on multiple consecutive days with overnight lodging.

Based upon our review of the planned conference schedule and content, the department has determined the 57th Annual State Workshop planned for March 13-16, 2017, in Atlantic City, New Jersey, meets the criteria of the regulations for a portion of the conference. Specifically, based upon the content of your submission, the conference will provide important

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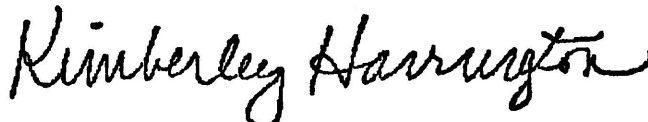
programming, professional development and educational programs of current relevance to Athletic Administrators and Directors pursuant to the agenda for March 13, 14 and 15. Accordingly, a waiver of the prohibition on in-state travel reimbursement for attendance at this workshop is granted for the overnight lodging on March 13 and 14 only. The agenda for March 16 does not address the breadth of content area for student development and cannot be included for consideration of a waiver.

As a result of the waiver, school districts, charter schools and renaissance school projects will be able to reimburse attendees for overnight lodging on March 13-14, 2017, only provided that the remaining conditions delineated in this letter are met. (Boards of education and boards of trustees may exercise discretion regarding the number of days/evenings that attendee's travel related expenditures may be reimbursed or paid from public funds.) Moreover, please be advised that the waiver of the prohibition of reimbursement for overnight lodging covers only those attendees whose home to event commute exceeds 50 miles. In other words, only those individuals whose one-way commute to the 57th Annual State Workshop in Atlantic City, New Jersey, exceeds 50 miles may obtain reimbursement from their school district, charter school or renaissance school project for overnight lodging during the period March 13-14, 2017.

In addition to overnight lodging, reimbursement for registration fees, mileage and meals, subject to the limitations and conditions set forth in OMB Circular 16-11 and OMB Circular 11-09, may also be permissible. School districts, charter schools and renaissance school projects should ensure that they approve attendance only of board members, trustees and employees whose duties are related to the purpose of the conference or who are required to attend to meet continuing education requirements as a condition of continued employment.

Finally, I want to express my appreciation of DAANJ's effort to provide professional development opportunities to those who strive to provide quality public education in New Jersey. DAANJ's effort to contain travel related costs to boards of education and boards of trustees are evident through your policy wherein there is no increase to the conference registration fee as compared to last year's conference. I encourage DAANJ to continue to work to find opportunities to deliver quality professional development while reducing the costs associated with attendance. My best wishes for a successful conference.

Sincerely,



Kimberley Harrington
Acting Commissioner